

Student Handout 01

Credentialing Information System

All initial students (who do not have an SC number), prior to the **beginning** of the EMT course, should create their profile on the SC EMS Data – Credentialing Information System (CIS).

To register to use South Carolina’s Credentialing Information System:

1. Go to <https://apps.emspic.org/CIS/Go>
At the bottom of the page, click on “Click here for the Public Access site”
2. Next, you will be asked to select a state.
Select “South Carolina” then click “Enter Public CIS”
You are now logged in as a South Carolina Guest.
3. On the left side of the screen, click the word “Profile.”
You should now see the option, “Register to use CIS.”
4. Click on “Register to use CIS.”
5. Enter the required information, and then click “Save” in the bottom right-hand corner.

You are now registered in CIS and you should see a six-digit SC number.

Note: Please be careful to enter your “legal” name exactly as requested as well as your correct SSN. Once you click “save” you will not be able to edit this information.

Double check your birth date to make sure you have entered your correct birth year.

Write down your six-digit SC number.

Give your six-digit number and the way you entered your name to your course instructor.

This six-digit SC number will become your SC EMT Certification number after you have satisfied all certification requirements.